

Comptroller's Directive No. 3-08
Attachment 2
Contact Survey

Purpose	This attachment will provide DOA with the agency contact information for each agency.
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Applicable agencies	All agencies must complete this attachment.
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Due date	July 17, 2008
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Submission requirements	<p>Contact DOA if the agency has any problems with the file.</p> <p><u>After downloading the files, rename the spreadsheet using the agency number followed by Att2.</u> For example, agency 151 should rename the Attachment 2.xls file as 151Att2.xls.</p>
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Submit the Excel spreadsheet electronically to finrept-agvatt@doa.virginia.gov.

Copy APA via e-mail to APAFinRept@apa.virginia.gov.

Do not submit paper copies of this Excel spreadsheet.

Completing the attachment	Complete the information at the top of the attachment.
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Enter the contact information for the agency head, the fiscal officer as shown on the agency signature card submitted annually to DOA, and the directive contact person. Include e-mail addresses and telephone numbers.

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